



# The Montana Analysis and Reporting System

## MARS

### Account Management

Sponsored by the Office of Public Instruction



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### Analysis and Reporting System – Accessing MARS

- Access the Analysis and Reporting System via the Measured Progress iServices website: <http://iservices.measuredprogress.org>
- Select 'Montana' from the state/contract dropdown menu and select Enter.



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### Analysis and Reporting System – Accessing MARS

## Click on MARS to launch the login screen



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Analysis and Reporting System – Accessing MARS

- System-level Test Coordinators and School Principals received their login account information from Measured Progress / OPI in May 2008.
- Enter the appropriate User Name and Password (system or school) then click on “Log In”.



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Analysis and Reporting System – Home Page

- After login, the Home page appears. School major (Principal) view:



- Links: Home, Reports, Interactive, Released Items, Account Management, Help, Logout, View User Manual.

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Analysis and Reporting System – Topics

- What should the keeper of passwords know and be able to do?
- Understand and transfer that understanding to staff.
- Sharing data with teachers, parents, and students.

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Analysis and Reporting System – Account Management

- At the school-level, there are only two account types:
  - Principal Account
  - Classroom Account (Teachers)
- Classroom accounts will be front-loaded by Measured Progress.
- Principals will have access to a report within MARS which will contain all Classroom Account login information.
  - This report contains information only if the “sort by” field in AIM was completed.
- Principals will be required to assign the Classroom Accounts to their corresponding student roster groups (Student Assignment)

Student Assignment


User:

Grade:

Please Select

Create User

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Analysis and Reporting System – Account Management

- Account Management. Principals/Test Coordinators can create, delete, and activate accounts, as well as assign Classroom Accounts (teachers) to student rosters via Student Assignment.
  - It is best if teacher accounts are created instead of giving teachers access to school-level accounts due to student privacy and data governance best practices.
  - If a teacher needs to have access to students at multiple schools, they will need an account for each school.
  - Only Principals and Test Coordinators should use the original user name and password for schools.

Montana Analysis and Reporting System

Home

Reports

Interactive

Released Items

Account Management


Create User

Delete User

Set Active Users

Student Assignment

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Analysis and Reporting System – Account Management

- Create User:
 

Account Management/Create User

Create User

Sign Up for your New Account

User Name:

Password:

Confirm Password:

Text Name

Grade 03 Mathematics

Grade 03 Reading

Grade 04 Mathematics

Grade 04 Reading


Grade 04 Science

Grade 05 Mathematics

Grade 05 Reading

Create User

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### Extremely Important!

The information on MARS is confidential and must be protected from viewing by unauthorized individuals.

- Never leave your browser open to MARS when you are not directly working with the program.
- Always completely close your browser and clear the history when you are done on your school computer or especially on any other computer.
- Also, please remember if you export data or copy & paste data from MARS treat it with confidentiality.

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## MARS Help

- 2010 MARS User and Training Guide:  
[http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1\\_10](http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_10)
- Technical Support is available at the following:
  - E-Mail: [MarsHelp@measuredprogress.org](mailto:MarsHelp@measuredprogress.org)
  - Phone: (866) 632-7764

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## OPI Contact Information

- Judy Snow
  - State Assessment Director
  - 406-444-3656
  - [jsnow@mt.gov](mailto:jsnow@mt.gov)
- Karen Richem
  - Assessment Specialist
  - 406-444-0748
  - [krichem@mt.gov](mailto:krichem@mt.gov)
- Gayle Allen
  - Assessment Administrative Specialist
  - 406-444-3511
  - [GAllen2@mt.gov](mailto:GAllen2@mt.gov)

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